



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Digital Programme Officer - Grade VII

**Closing date for receipt of completed application forms is 4.00 p.m.
on the 8th May 2025.**

***Kildare County Council is committed to a
policy of equal opportunity.***



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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance, Digital Services & Innovation
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Digital Programme Officer within Kildare County Council.

The Position

This new position will be tasked with implementing the county's Digital Strategy. The role will report directly to the Head of Information Systems, who in turn reports to the Directorate of Finance, Digital Services, Innovation, and Governance.

The successful candidate will work with stakeholders including citizens, businesses, visitors, elected representatives, Kildare Public Participation Network, Council Departments, Government agencies, Schools, Universities and the digital community in Kildare on delivering the Kildare County Digital Strategy.

This role also involves supporting the ongoing development of telecommunications and broadband services throughout Kildare by collaborating with Regional and National Broadband Action Groups as part of the National Broadband plan, and assuming the responsibilities of the Broadband officer.

The Kildare County Digital Strategy, *Kildare Konnected (2022 – 2025)* was officially launched in 2023. The strategy aims to create an inclusive, progressive, innovative, and connected digital society and economy for the benefit of Kildare's citizens and businesses. Developing and implementing a new Digital Strategy beyond 2025 will also be a key responsibility of this role.

<https://kildarecoco.ie/YourCouncil/Publications/Kildare%20Digital%20Strategy.pdf>

Kildare Konnected identifies five strategic pillars which aim to maximise the opportunities of digital transformation and development for the benefit of our society and economy, ensuring that Kildare is among the best places to live, work, visit and invest. They are:

- Digital Economy & Enterprise
- Digital Infrastructure & Connectivity
- Digital Skills & Literacy
- Digital Society & Culture
- Digital Public Services

Kildare County Council, along with all local authorities are producing and implementing Digital Strategies as a key part of local policy and planning. *Kildare Konnected* will support other local policies and strategies such as the County Development Plan and Local Economic & Community Plans. The *Kildare Konnected* strategy will help transform the way we do business, interact, innovate, and become more productive and creative as a society. Doing more with Digital is a core ethos of the strategy which aims to provide access to digital skills, modern, efficient & connected workspaces & hubs, utilizing digital technologies as well as setting targets for digital development of public services. A new digital strategy will be developed this year.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled in the Digital Programme Officer Grade as vacancies arise.

The Role

- Deliver Digital Initiatives in Kildare. Some examples include:
 - **Digital Economy** – Digitalisation supports for Enterprise.
 - **Digital infrastructure & Connectivity** – NBP Rollout & Telecoms upgrade
 - **Digital Skills & Literacy** – co-ordination and encouragement for Digital skills training for all citizens with a special focus on all levels in Education.
 - **Digital Society & Culture** – Being a catalyst for driving Digital in both cultural and tourism initiatives.
 - **Digital Public Services** – Being an advocate for providing services through digital channels.
- To develop and implement a Kildare Digital Strategy to encourage the take up of high-speed connectivity amongst all sectors of the population, including the creation of awareness of and the stimulation of demand for broadband services.

- To Support implementation of the EU Connectivity Toolbox in Ireland, for example by:
 - Encouraging the efficient and appropriate use of assets and infrastructure to support telecommunications service improvements.
 - Advising colleagues, as appropriate, regarding telecoms deployments and use.
- To facilitate the successful rollout of the National Broadband Plan by acting as a single point of contact for the NBP contractor(s) and telecommunications companies and relevant Government departments.
- Being active members of the Telecoms Action Group (TAG), including attendance at meetings and participation in research and project groups, as appropriate.
- To engage with Digital Programme Offices and government departments to stay updated on developments within other local authorities or public bodies.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she has:

- Excellent interpersonal skills that enable them to establish positive relationships with staff of the Council, Council Members & other elected representatives, citizens, partners, external agencies, and suppliers etc.
- Well-developed presentation and negotiation skills: able to communicate clearly, pleasantly, and confidently with staff and stakeholders both orally and in writing. This is a public-facing role.
- Will serve as a dedicated proponent for digital technologies and solutions throughout the county.
- Confident in their technical abilities, ability to assimilate technical information related to the implementation of the Digital Strategy and the NBI roll out.
- Can work under pressure and meet tight deadlines. Able to work on their own initiative and be a self-starter, prioritising work with minimum supervision.
- Must be committed to self-development and be enthusiastic about acquiring new skills and knowledge around developments in digital technology.

The role will be primarily based in Naas but also requires engagement with stakeholders throughout the county.

The person appointed will be under the direction and control of the Head of Information Systems. They must undertake those duties as assigned to them by their supervisor

Duties and Responsibilities

The Digital Programme Officer will be expected to carry out the following non-exhaustive list of duties:

- The successful candidate Support will be tasked with the development and implementation of the new Kildare's Digital Strategy (2026 – 2029).

- The successful candidate will work with stakeholders including citizens, businesses, visitors, elected representatives, Kildare Public Participation Network, Council Departments, Government agencies, Schools, Universities and the digital community in Kildare on delivering the Kildare County Digital Strategy.
- Manages the implementation of actions outlined in the Digital Strategy and leads specific actions as necessary.
- Collaborate with the Innovation Team on relevant projects and initiatives that support the objectives of both teams/roles.
- Perform the role of Broadband Officer by providing a local point of contact for National Broadband Ireland (NBI), telecoms operators and the public regarding telecoms. Be the appointed person for NBI on the continued successful broadband roll out in County Kildare.
- Liaise with operational Departments on the implementation of the National Broadband Plan
- Work closely with the Communications Team to prepare and issue communications updates to relevant parties and to develop promotional and marketing activities that create awareness of digital opportunities and stimulate demand for broadband services.
- Engage with Digital and Broadband Officers from other Councils and relevant staff from national agencies to keep abreast with arrangements and developments nationally
- Attend all relevant Digital and National Broadband Plan meetings as required by the Council and in particular actively co-ordinate, support and deliver on the requirements of the various Council structures set up to assist in the delivery of the Digital Strategy and the National Broadband Plan
- To be the first point of contact for engagement with national agencies and telecommunications operators in the delivery of telecommunications infrastructure in Kildare including the National Broadband Plan

Qualifications

Character:

Each candidate must be of good character.

Health:

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Training and Experience etc.:

Each candidate must, on the latest date for receipt of completed application forms:

- (a) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant Technology/Computing discipline* **and** at least 2 years directly relevant**, recent Digital/ICT hands-on experience from your employment to date

OR

- (b) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with Technology/Computing* taken in the final year **and** at least 3 years directly relevant**, Digital/ICT hand-on experience from your employment to date

OR

- (c) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant Technology/Computing discipline* **and** at least 5 years directly relevant**, recent Digital/ICT hands-on experience from your employment to date
- (d) A qualification at Level 6 on the NFQ major award qualification in a relevant Technology/Computing discipline* **and** at least 6 years directly relevant**, recent Digital/ICT hands-on experience from your employment to date

AND

- (e) Have a satisfactory knowledge of public service organisations or the ability to acquire such knowledge

*A qualification which has a significant digital component, for example computer science, digital media, electronic engineering, information technology, telecommunications.

** Relevant technology/computing hands-on experience should include but is not limited to areas such as managing delivery of computing/technology or digital projects, experience of working in a technical capacity with technology partners, knowledge and experience of current Digital enabling technologies.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

*Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

Driving Licence

Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their

duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

Competencies for the post of Digital Programme Officer

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<p>Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission and vision of the Council.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the local authority.</p> <p>Bringing about Change Effectively manages the introduction of change; fosters a culture of creativity in employees and overcomes resistance to change.</p> <p>Influencing and Negotiating Brokers agreement with others, to your team’s objectives. Takes a long-term pragmatic view when required.</p>
<p>Performance through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results.</p> <p>Managing Performance Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of and requirement to communicate effectively with all employees.</p>

	<p>Has excellent verbal and written communication skills.</p> <p>Has very good interpersonal skills.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives, available resources. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning, and implements improvements required.</p>
Personal Effectiveness	<p>Qualifications and Knowledge Achieves a proficient level of knowledge, skills, and formal qualifications, where necessary. Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to enhance personal development.</p> <p>Resilience and Personal Well Being Remains calm under pressure and can separate personal issues from work issues. Values the wellbeing of self and others by managing stress levels and work-life balance. Has a strong sense of self belief.</p> <p>Personal Motivation, Initiative and Achievement</p>

	<p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems.</p> <p>Takes action within the bounds of own ability. Creates new opportunity.</p>
Knowledge, Experience and Skills	<p>Knowledge and understanding of the structure and functions of local government including service requirements. Knowledge of current local government issues. Understanding of the role of a Digital Programme Officer. Understanding key challenges facing the local government sector and Kildare County Council. Knowledge and experience of Digital strategies and systems.</p>

Particulars of Employment

The Post

The post is whole time (i.e., 35 hours per week) and appointment may be permanent or temporary.

Location

Kildare County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

The Digital Programme Officer will report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

Remuneration

€59,417 per annum to €72,069 per annum (maximum)

€74,649 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€77,243 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
 - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
 - Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee’s annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to cooperate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address

during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 5 & 6 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management & Change**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on page 7, 8 and 9.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Candidates must, by the date of any job offer, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.